

### **APPLICATION FOR COMPENSATION**

Compensation of Professionals is guided by [D.N..J. LBR 2016-1](#). Please refer to the rule for guidance on the use of local forms, appearances and other filing requirements.

**PLEASE NOTE:** *ALL* fee applications over \$1,000 must be scheduled for a hearing, but appearances are not always required. Please refer to the local rule. For fee applications under \$1,000, click [NEXT] to skip the **Hearing Information** screen. DO NOT schedule a hearing for fees under \$1,000.

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**STEP 1** Choose **Bankruptcy** from main menu


**STEP 2** Choose **Motions/Applications** category


**STEP 3** Enter case number; click [NEXT]

**STEP 4** Select **Compensation** from drop down list if the fee is over \$1,000; select **Compensation (under \$1,000)** if the fee is less than \$1,000; click [NEXT]

**STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

**STEP 6** Select party on whose behalf you are filing or click [ADD/CREATE PARTY]; click [NEXT]

 *TIP 1- If the party seeking compensation is an individual attorney and is filing for their own fees and expenses, choose the party the attorney represents.*




 *TIP 2 - If the party seeking compensation is a law firm, rather than an individual attorney, add the firm as a party in the case and select the firm as the party.*

**STEP 7a** If the fee is over \$1,000, click on the hyperlink for the Judge's calendar, determine the next possible hearing date and time; click [BACK]

**STEP 7b** Enter the hearing date, time and location in the appropriate fields; click [NEXT]



**STEP 7c** If the fee is less than \$1,000, click [NEXT] to skip the *Hearing Information* screen. DO NOT set a hearing.

**STEP 8** Upload the PDF document and any attachments, click [NEXT]

-  *TIP - Attorneys and Accountants seeking fees in excess of \$10,000 should consult the local rule regarding Local Forms 3 or 4.*
-  *TIP - Supporting documents such as Retention Orders, Certificates of Service, Proposed Orders and Exhibits are uploaded as ATTACHMENTS to the Application.*
-  *TIP - Lengthy Exhibits should be broken down into groups and uploaded separately. For example Exhibit A(Jan through June), Exhibit B(July through Dec) etc.*


**STEP 9** Confirm case name and number; click [NEXT]

**STEP 10** Filer and party information screen displays. The *Filer* box under the Filer's name should be checked. Do not place a check in the *Filer* box under the Party's name.

-  *If the filer is seeking compensation for their own fees and expenses, complete the fields on the top half of the screen. Select the role of the filer from the Type drop down list and enter dates and amounts associated with the filer.*
-  *If the filer is filing on behalf of another party, complete the fields on the bottom half of the screen. Select the role of the party from the Type drop down list and enter dates and amounts associated with the party.*

Click [NEXT] to continue

**STEP 11** Docket text appears; select applicable prefix, if any: e.g. *First*; review for accuracy; click [NEXT]

-  *TIP - Other than selection of prefix, the text of this docket entry cannot be modified from this screen; if modification is necessary, use the [BACK] button on your browser.*

**SAMPLE DOCKET TEXT**

**First Application for Compensation for John Hughes, Debtor's Attorney, period: 12/1/2001 to 12/31/2001, fee: \$10,000, expenses: \$1,000. Filed by John Hughes. Hearing scheduled for 2/28/02 at 02:00 PM at Courtroom 2, Camden. (Hughes, John)**

**STEP 12**      Final docket text appears; click [NEXT] to submit



*TIP - This is the last opportunity to change information or abort transaction.*

**STEP 13**      **Notice of Electronic Filing** displays